



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ENGINEER SCHOOL
US ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14000 MSCOE LOOP, SUITE 336
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF:

ATSE-DOI-WOTD

9 December 2014

MEMORANDUM FOR: 125D Warrant Officer Basic Course (WOBC) Students

SUBJECT: WOBC Welcome Letter

On behalf of the Regimental Chief Warrant Officer and the Warrant Officer Training Division, welcome to the 125D Warrant Officer Basic Course.

The following is general information that will help you plan for your stay at Fort Leonard Wood:

1. Travel information:

- a. Privately Owned Vehicle (POV): Take I-44 to Exit 161A (Waynesville, Saint Robert, Fort Leonard Wood). Follow signs south to Fort Leonard Wood main gate.
- b. Air Travel: Three local airports service Fort Leonard Wood: Lambert - Saint Louis International Airport (STL), Springfield Regional Airport (SGF), and Waynesville – St. Robert Regional Airport (TBN) (known as Forney Army Airfield) located on the installation. Most major carriers fly into both Springfield, and Lambert-St. Louis Airports.
- c. From Lambert - Saint Louis International Airport (STL) (130 miles northeast of Fort Leonard Wood) both bus and air transportation is available. Cape Air® airlines serves Fort Leonard Wood directly to Waynesville – St. Robert Regional Airport (TBN) and you can take a bus to Fort Leonard Wood from the Greyhound “Bus Port” from the lower level. There is a USO open 24 hours on the lower level of the terminal near the baggage pickup.
- d. Springfield Airport is 90 miles west-south-west of Fort Leonard Wood. It has no military facilities and no direct air or bus transportation to Fort Leonard Wood. Take a cab to the Springfield bus terminal for a Greyhound Bus or take it directly into Fort Leonard Wood.
- e. Bus transportation into Ft. Leonard Wood is serviced by Greyhound. Greyhound “Bus Port” at Lambert Int’l Airport is on the lower level. Buses depart from Lambert Int’l Airport at 0840 and 1615. Travel time to Ft. Leonard Wood (FLW) is about three hours and the approximate cost is \$25.00 one-way. For the return trip to Lambert Int’l Airport, buses depart FLW at 0335, 0955, 1355, and 1930. Springfield bus transportation is at the Springfield Greyhound terminal. Buses depart at 0735 and 1810. Travel time to FLW is about two hours and the approximate cost is \$30.00

one-way. For return trip to Springfield Airport, buses depart FLW 0345, 1135, and 2050.

- f. For taxi service, check local phone book for listings. Use approved taxi services such as Yellow Cab, limousine, and airport van shuttle that will produce a receipt.
- g. Fort Leonard Wood has an airline ticket and travel office, which handles leisure as well as official travel arrangements. The phone number is (573) 329-4141.
- h. Retain all transportation receipts for reimbursement and retain any hotel receipts for filing with your travel voucher.

2. Reporting and signing in:

- a. Upon arrival to Fort Leonard Wood, report to Building 470, the post Billeting Office, to obtain your room assignment and key.
- b. Familiarize yourself with the Fort Leonard Wood Map. If you are unfamiliar with Fort Leonard Wood, conduct a RECON the day of arrival. Failure to properly prepare is no excuse for being late for any event. (SEE ATTACHED MAP)

3. In processing:

- a. Bravo Company and Geospatial Skills Division (GSD) conducts in-processing on Monday morning at 0600 in ACUs at Building 1006B. You will conduct the standard three event APFT on or about day TWO. You will be weighed and taped to ensure compliance with AR 600-9. Standards are strictly enforced. Failure to report in compliance with height/weight/APFT standards will result in dismissal from course and/or negative DA Form 1059.
- b. **Temporary profiles that preclude you from taking the APFT are not authorized. You may not attend WOBC with a temporary profile.**

4. Lodging:

- a. You should arrive at least one (1) day prior to the course start date.
- b. Reservations may be made by calling (573) 596-8330 / 0999 or online at <http://www.ihgarmyhotels.com/pal/en/us/home>.
- c. To ensure room availability, reservations must be made at least two weeks in advance.

5. Uniform:

- a. ACU is the Duty uniform.
 - b. **Seasonal wet weather and/or cold weather gear is required.**
 - c. **You will graduate in ASUs. Bring your ASUs.**
 - d. **You will conduct and lead PT. Pack the appropriate seasonal APFT uniforms**
 - e. Packing list: other than those items listed above in 5a-d, there is no official packing list.
6. APFT standards:
- a. Warrant Officer Basic Course students will take the Army Physical Fitness Test (APFT) within two days of the course start date (date to be determined by faculty and staff availability). One retest is allowed and will be administered no earlier than seven days and no later than 14 days from the test failure date.
7. Height and weight standards:
- a. All students are required to report in compliance with AR 600-9, the Army Weight Control Program.
 - b. You are not authorized to attend WOBC with a temporary profile that precludes you from taking the standard three (3) event APFT.
 - c. Permanent profiles are authorized.
8. For your orders:
- a. **Per ATRRS, transportation is not provided.**
 - b. **All NCOES, WOES, and OES course attendees should be authorized the use of a POV or rental vehicle by the order issuing/approving official.**
 - i. In and around mileage for all other resident service school students that travel by POV may be authorized by the order issuing official as follows (excluding Sapper Leader Course):
 1. **15 miles per day, if assigned on-post lodging**
 2. **20 miles per day, if assigned off-post lodging**
 - ii. A POV or rental car is the most convenient mode of transportation. It is STRONGLY RECOMMENDED that you drive a POV or rent a car. The only other means of transportation are taxi cabs. There is NO shuttle service available to

meet the course requirements. All POVs must be registered and insured. POVs are not required to be registered on Fort Leonard Wood.

- c. **You will receive a meal card for week days only, no meals are provided on weekends or holidays. You must be authorized partial per diem for all weekends and holidays.**
- d. Soldiers travelling "TDY En-route" to a new duty assignment must have a valid DA31 that covers the entire duration of transition. Through dates must start on the "Final Out" date and end on your report date to your gaining unit. You will not be charged for leave during the course dates.

9. Emergency phone numbers:

- a. DUTY HOURS 573-596-0131 Ext: 6-1487 (B Company Orderly Room)
- b. NON DUTY HOURS 573-596-0131 Ext: 6-5521 (B Co., 169th EN BN Staff Duty)

10. Class schedule:

- a. Classes are held from 0830-1700 Monday through Friday, excluding federal holidays. A training schedule will be provided on day one. In the event that the weather is unfavorable or other delays occur, training will be executed on Saturdays, as necessary.

11. Special instructions:

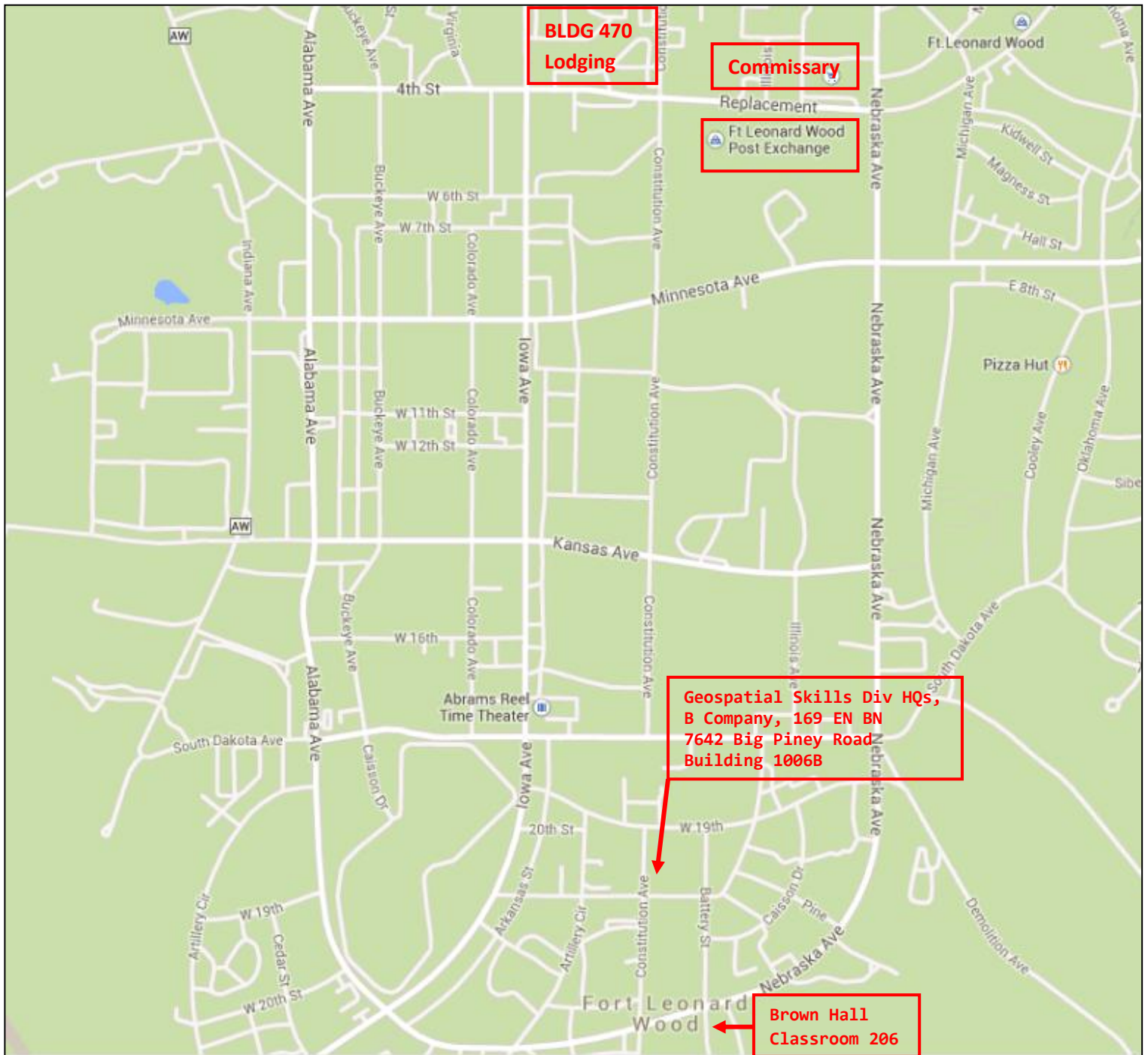
- a. Bring two copies of your Orders on Day one for in-processing. Bring copies of permanent profiles as applicable.
- b. Ensure your CAC card is registered at the appropriate facilities for access and administrative processing. Bring a copy of your annual DOD computer security certificate (IN HAND) upon arrival. The site to obtain this is at <https://ia.signal.army.mil/login.asp>. The unit's Information Assurance Certificate will not suffice.
- c. Ensure that you visit the FLW website under Garrison and familiarize yourself with the post policy letters: <http://www.wood.army.mil/newweb/policies.html>
 - d. Motorcycles are authorized and it is required that you meet all mandatory training requirements, mandated by Army and FLW installation regulations. See <http://www.wood.army.mil/newweb/safety/index.htm> for FLW vehicle safety information.

- e. If you experience travel, arriving or reporting issues, contact B Co. 169 (9 above), as well as CW3 Hashagen (below). If you reach voicemail, leave a detailed message, as well as your contact information.

12. Please email or call if you have any questions.

CW3 Scott E. Hashagen
Work: (573) 596-0131 ext 6-7348
Cell: (315) 778-6937
Email: scott.e.hashagen.mil@mail.mil

//ORIGINAL SIGNED//
SCOTT E. HASHAGEN
CW3, EN
CHIEF, GEOSPATIAL SKILLS DIVISION



See links for more information:

<http://www.wood.army.mil/FLWmaps.htm>.

http://www.wood.army.mil/DPWHSG/flw_information.htm.